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## CEREMONY / RECEPTION POLICIES

**Rental times:** All rental times refer to your entire time in the building, including set-up and clean-up time. Any deviation from these times must be approved by the office staff in writing. Any time spent in the building beyond the scheduled time must be rented at the appropriate rate. **The Old Church** staff will be on-site during each event.

**Cancellation Policy:** We ask that you read this carefully and understand this policy before signing your contract. Written notice is required for all cancellations. We will refund 50% of your deposit only if we receive your cancellation six months or more in advance AND if a subsequent rental is booked in its place. We will not issue a refund for weddings cancelled with less than six months' notice. If we are unable to re-rent the space, **NO REFUND WILL BE MADE.** No Exceptions. It is agreed that The Old Church will not be held responsible for any Acts of Mother Nature, including, but not limited to, hurricanes, floods, earthquakes, or storms of any kind. When possible we will reschedule to a mutually agreeable time and date. **Please initial** \_\_\_\_\_

**Music:** All rentals include the use of **The Old Church's** organ and piano. Renters must provide their own musicians. We suggest the Hook and Hastings organ be played by an approved organist from a list provided by **The Old Church.** Anyone wanting the piano unlocked and opened for use, will be responsible for its welfare on stage.

**Scheduling:** Your reservation is considered confirmed when **The Old Church** has received your completed and signed rental contract and a paid deposit. The balance of the rental fee is due one month prior to your event; please make checks payable to **The Old Church** and put the date of the event on the check. There is a \$25 charge for all checks returned by the bank. We accept credit cards.

**Rehearsals:** Wedding and commitment ceremony rehearsals may be scheduled by calling or coming by **The Old Church** office. Rehearsals are one hour long, and are scheduled on Thursday and Friday afternoons. Due to heavy use of **The Old Church** on weekends, rehearsals cannot be scheduled later than 3:45pm on Friday. Sometimes we can accommodate a weekend rehearsal but it would be early Saturday morning. The Old Church reserves the right to reschedule the time of weekend rehearsals until two weeks beforehand.

**Parlour Weddings:** Parlour weddings require a minimum 2 hour rental, do not include a rehearsal, are limited to a maximum of 40 people, no food and drink reception with the exception of champagne toast and cake with an additional \$100 fee if desired.

**Rentals:** Rental items (plates, decorations, furniture, etc.) may not be brought to the Church before the day of the ceremony, and must be removed from the Church on the day of the ceremony. Delivery and pick-up must take place within the time period reserved at the Church. Any deviation from this must be explicitly agreed to by **The Old Church.** **The Old Church** is not responsible for items left behind for later pick-up.

**Alcohol Policies:** **The Old Church has strict policies regarding alcohol. Please refer to page 2 of the Ceremony/Reception Contract for full details.**

**Clean-up:** In general, the building should look the same when you depart as it did when you entered. Renters must name someone to be in charge of the clean-up, who will be present for the entire event and whom **The Old Church** staff can speak to in the event of any problems with the clean-up.

**The Old Church** will do “heavy cleaning” after your party departs. However, you (or the person you delegate) must see to it that everything brought into the building for your event is either removed or placed in the trash cans before you depart. Any visible messes (including crumbs on the floor and plant debris on stage) should be cleaned up; vacuums, mops or brooms are available if necessary. If a reception was held all tables should be wiped. If a program was given out, any programs left in the pews should be removed.

The Old Church is not responsible for any items left in the building after your group has departed. Anything left behind and not picked up by three days after the event will be considered a donation to **The Old Church**.

**PLEASE NOTE:**

1. The Fire Marshall has ordered that there be **NO SMOKING** anywhere in the building.
2. Candles used in the candleabras during ceremony must be extinguished immediately after wedding party departs stage. If other candles are used in ceremony they must be fully enclosed in glass votives, may be lighted only on the auditorium stage and then only during performances, ceremonies and photography. Candles may not be used on the pews.  
**ONLY BATTERY OPERATED CANDLES ARE PERMITTED IN RECEPTION HALL.**
3. **The Old Church** is not liable for theft. **PLEASE PROTECT YOUR VALUABLES!** The side entrance is kept locked during private events but the main entrance on **CLAY STREET** is open.  
**Please assign a member of your party to watch over guest list, gifts and personal belongings.**
4. Staples, tape, etc. may not be used to affix decorations to the building or furnishings. Pew bows may be attached by slipping a loop over the end of each pew, or clips may be used.
5. No confetti of any kind (*including tiny moons, hearts and stars decorating the tables*) is allowed. No rice may be thrown inside or outside the building. Birdseed or bubbles may be used outside only.
6. Flower girls may drop dried or silk petals; light-colored fresh petals may be dropped on an aisle runner. Flower girls are not allowed to drop dark-colored fresh petals.
7. Children should be supervised by an adult at all times. No running or jumping allowed.
8. In the event of damage to the building or furnishings, renters will be responsible for the cost of cleaning, repair, and/or replacement.
9. The level of sound within **The Old Church** may not exceed 85 decibels at the distance of 50 feet, as determined by **The Old Church** staff, during any event. Note that the acoustics in Kinsman Hall amplify sound levels. **There is 10 pm noise ordinance in downtown Portland and music must stop at that time. This is strictly enforced.**
10. The piano in the auditorium is to remain on the platform. It is not to be removed. Any furnishings to be moved must be moved by, or under the direct supervision, of a staff person.
11. In December we decorate the inside of the church with seasonal decorations. Please ask an Old Church staff member for details.
13. If your caterer is on site for a reception, they **must** have a certificate of insurance.

If you have any questions, please call **The Old Church** office at 222-2031.  
We are here to help you have a wonderful event!

We hereby agree to abide by all applicable policies of **The Old Church**, including these set forth in the above **RENTAL POLICIES**.

signature: \_\_\_\_\_

date: \_\_\_\_\_

print name: \_\_\_\_\_

signature: \_\_\_\_\_

date: \_\_\_\_\_

print name: \_\_\_\_\_

rental date: \_\_\_\_\_

## Survey

**How did you hear about The Old Church?** *(Please check all that apply)*

- Oregon Bride Magazine
- The Bridal Workbook
- Bravo Portland wedding guide paperback
- Perfect Wedding Guide
- Word of mouth
- I attended a concert at The Old Church
- A friend or relative got married at The Old Church
- I saw The Old Church while walking or driving by.
- Other: \_\_\_\_\_

**Or if you found The Old Church on the internet...**

- SayIDo.com
- Bridalworkbook.com
- Portlandweddingworkbook.com
- Bravo website
- PerfectWeddingGuide.com
- MyPortlandWedding.com
- The Old Church's Website
- A Search Engine:
  - Google
  - Yahoo
  - Ask.com
  - MSN search
  - Ask Jeeves
  - Other:
- Other: \_\_\_\_\_

Thank you!